

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Employment Relations

Bureau: Management Services - WorkSafeMT

Date Posted: 12/03/2008

Job Category: Healthcare Practitioner and Technical

**Position
Number:** 66204639

Position Title: OCCUPATIONAL SAFETY AND HEALTH SPECIALIST

**Bargaining
Unit:** 038

Union: MPEA

Location: HELENA

Job Status: Full Time Permanent

Salary: \$37,490.00 to \$49,329.00

Salary Unit: Year

Additional Applicants' qualifications will be assessed based on minimum

Salary Info: qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 06

Closing Date: 01/07/2009

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

This is a new position designed to change Montana's safety culture. Travel is required with optional flexible hours. The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the

salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

For further information about DLI agency and job application materials see:
<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

Duties:

WorkSafeMT VISION: A safety culture that ensures Montana workplaces are clean, healthy and safe, and free from occupational injury, illness and death. A transitional employment process that supports and values injured workers and minimizes lifetime economic hardship. Enhanced employer competitiveness through a healthy, productive workforce, reasonable, constant workers' compensation rates, and decreased associated indirect costs.

WorkSafeMT MISSION: To educate employers and employees as to their rights to, and responsibilities for, creating the vision. To develop and implement a statewide initiative to create a safety culture that values the prevention of occupational injury, illness and death, through development and implementation of specific safety initiatives with consistent messages, thereby lowering workplace injury, illness and death frequency rates. To develop and implement a statewide initiative to create a transitional employment system that promotes the adoption of the new work disability prevention paradigm for disability benefits and workers' compensation systems embodies in the American College of Occupational & Environmental Medicine guidelines.

This position is responsible for implementation of a statewide safety initiative aimed at reducing Montana's frequency of injuries and illness to the national average, resulting in an estimated overall savings of 37.6% (\$145M) to the workers' compensation system. Serves as the statewide resource for prevention of occupational injury, illness and death, providing expert guidance on the development and implementation of evidence-based policy, program and toolkits to both employers and employees. Is responsible for ensuring implementation of the strategic plan and other best practice initiatives developed by the WorkSafeMT Foundation Board of Directors.

Coordinates the WorkSafeMT statewide safety initiative. Is responsible for conducting occupational safety and health inspection of public employers and providing technical assistance to private employers to reduce occupational injuries, illnesses and fatalities, improve operations and working conditions, ensure worker safety, and compliance with workplace safety and health standards. Provides basic and advance training courses in safety and health to aid in professional development for Montana employers and safety professionals; provides information concerning occupational health and safety to inform businesses of the laws and regulations protecting workers in the state; and administers the policies, resources, and services.

Provides expert knowledge to the WorkSafeMT Foundation Board and Safety Committee related to workplace safety and health standards, health and safety management systems, and people-based safety processes; provides broad leadership and ensures that the committee has the resources and support necessary to provide evidence-base specific information and recommendations.

Competencies:

Requires knowledge of federal OSHA general industry and construction standards; state administrative codes and rules; consensus standards; and occupational safety and industrial hygiene. Knowledge of emergency action planning, bloodborne pathogens, confined space, lockout/tagout, noise, trenching and excavation, fall protection, indoor air quality, hazardous materials, process safety management, safety management systems and guidelines, personal protective equipment, fire protection, compressed gas, materials handling and storage, power equipment, sampling methods, and their limitations; environmental regulations to ensure appropriate referral to other State agencies for enforcement of regulations; techniques for application of the theories and practices of social marketing; and statistical, mathematical, and engineering theories and applications for advanced professional analyses. Must be able to apply techniques and standards to evaluate equipment, system, and facility safety; cultural and psychological influences on safety and health; design and development of safety and health program management systems; construction techniques; capabilities and limitation of heavy equipment; trenching and shoring techniques; and soil analysis and interpretation. Must have strong written and verbal communication and interpersonal skills. Must be able to develop and deliver public presentations and communicate effectively complex issues to all stakeholder groups. Skills in team building; team management; collaborative problem solving; consensus building; innovation and respect for alternate opinions; and use of windows operating software, word processing, spreadsheets and database software.

Must have behavioral competencies in communication; effective speaking and writing; teamwork; customer orientation; responsibility and independence; initiative and accountability; flexibility and adaptability; and prioritizing, multi-tasking, and balancing multiple projects.

Requires in-state travel which may be up to 50 – 60% of work time. Occasional out-of-state travel may be required to provide training/presentations or attend training.

Requires the ability to perform field work under extreme and/or adverse weather conditions. Construction and other outside inspections often require extensive walking over rough terrain and exposure to hazards associated with construction operations. There is frequent exposure to heights and uncontrolled hazards such as chemicals, machinery, heat, dust and noise in an industrial setting. Inspections and consultations also require the use of protective equipment and clothing equipment necessary to prevent serious injury requiring medical attention. Requires the ability to climb stairs and ladders, walk on elevated platforms and catwalks, and may be required to bend, stoop, enter confined spaces and lift more than 30 pounds.

Education/Experience:

Requires equivalent combination of relevant education and experience equal to five years. Qualifying education includes fields of study in occupational health and safety, chemistry, physics, biological science or related scientific field. Qualifying experience includes experience in safety, occupational safety and health, industrial hygiene or a related field.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Application materials required are:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Applications will be accepted via email, fax, or postal mail using addresses provided on front page.

**MPEA selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. This is a 3-part question. Do not use "refer to application" in your answer.

Describe in detail your education that qualifies you for this position. Be specific as to dates of attendance, institutions attended, credits earned, degrees or certifications awarded, and any other relevant information.

Describe in detail specific training(s) you have attended that qualifies you for this position. Be specific as to dates of attendance, course/class titles, continuing education credits earned, certifications awarded, and any other relevant information.

Describe your job experience, internships or volunteer experience that qualifies you for this position. Be specific as to dates, company (organization) name, position(s) held, key responsibilities that relate to this position, and any other relevant information.